



California University of Pennsylvania

POLICY: Schedule Adjustments – Drop, Add, Withdrawal

A. Purpose & Scope:

To describe the process and procedure for making an adjustment or a withdrawal to an academic course schedule

B. Definition(s):

Drop – removing a course from a student’s schedule before the end of the drop/add period of a fall or spring semester or before the end of the first day of a summer term.

Drop/Add Period – The drop/add period runs from the first day to the eighth calendar day of semester/term, excluding holidays and when the University is closed due to extenuating circumstances. These periods are converted to percentages to apply to nontraditional semesters. The drop/add period covers 8.57

Withdrawal – removing a course from a student’s schedule after the drop period of a fall or spring semester through 67% of the course, usually the 10th week in a 15 week course. This results in a grade of W.

C. Policy:

All schedule adjustments are governed by the following regulations.

- Prior to making schedule adjustments, a student should consult with his or her academic advisor to discuss how the adjustment will affect his or her academic progress.
- Class schedules may be changed during the Add/drop period.
- Courses may be added during the first week of classes during the Fall and Spring semesters and during the first day of a summer term. Adding a course may require the signature of the instructor, department chair, and/or college dean.
- No student is permitted to withdraw from a 15 week course during the last five weeks of a Fall or Spring semester. For special session courses in Fall, Spring and Summer, a student cannot withdraw after 67% of the class has passed. Please consult the Summer Brochure for specific Summer dates.
- **Ceasing to attend class does not constitute official withdrawal. Students must officially withdraw from the course.**
- Students who withdraw from a course up to the end of the tenth week of a semester will receive a grade of W. Leaving a course without officially withdrawing may result in the assignment of an F grade by the professor. If the professor does not assign a grade, the designation of UW (unauthorized withdrawal) will be assigned by the Registrar.
- Prior to making schedule adjustments, a student should consult with the Bursar’s office and Financial Aid to discuss how any changes could affect their bill or financial aid. Students who fall below full-time (less than 12 credits) could be in danger of losing coverage on their health insurance. Please consult your insurance provider for their rules and regulations.

D. Procedure(s):

- E. Effective date:** 2005-2006 Undergraduate Catalog
Updated date: August 15, 2010, September 2, 2014